

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

**QUESTIONS TO ASK OF EMPLOYERS**

In your opinion, what are some unique qualities your company possesses (what seems to distinguish your company from its competitors, mission, what do you value)?

Trends in the field? Where will the growth be- what will change? Skills today vs. skills needed tomorrow?

Can you give me a general idea of the range of jobs that exist here (or within the organization)?

What about secondary job duties for staff? ( i.e., those little things that need to get done, but people don't always have the time to do)

How do you recruit employees?

What attributes/basic skills are needed to be successful in this company/field?

What is the typical hiring process?

Do you have any recurring human resource challenges?

Do you any additional unmet needs or log jams in the organization?

**GENERAL OBSERVATIONS**

**(THESE ARE NOT QUESTIONS TO ASK – BUT OBSERVATIONS TO MAKE)**

What is the company site "culture" and how would you describe the environment (the feel of the place)?

[Observe carefully:] Are there miscellaneous tasks that could be possibly compiled into a new position?

If this company has other site operations within the area, would they be willing to help set up a site visit there? (Warehouse, distributing center, etc.)

